

EFFECTIVE

September 1, 2010.

SUBJECT

Annual Transitional Meetings and 90-Day Discharge Meetings.
Transition meetings for foster care youth beginning at age 16.

Reason: Fostering Connections to Success and Increasing Adoptions Act of 2008 [P.L. 110-351].

ANNUAL TRANSITION MEETING

Beginning at age 16, an annual transition meeting must be held to discuss a youth's permanency goal and identify supportive adults. The DHS-901, Annual Transition Plan Report, must be completed during the meeting. If a youth enters care after his/her 16th birthday, the annual transition meeting must be held within 30 days of entering care. The forms become the youth's transition plan and all progress toward the youth's goals must be documented in the quarterly USP.

In counties with permanency planning conference (PPC) facilitators, the meeting must be facilitated by the PPC facilitator. In counties that do not have PPC facilitators, a children's services worker or supervisor, other than the youth's caseworker, must facilitate. Participants in the meeting should include all persons identified as supportive by the youth. This may include foster parents, biological parents, relatives, the Court Appointed Special Advocate (CASA), therapists, the youth's friends, school staff, employers, or anyone the youth considers to be a support person and wishes to invite.

The meeting must cover all areas identified in the DHS-901: housing, education, employment, transportation, financial management skills, emotional/mental/physical health, substance abuse and other areas that will assist the youth in successfully transitioning from foster care. During the meeting, goals for each area must be identified as well as the supportive adult assisting the youth in achieving each goal. A copy of the DHS-901 must be given to the youth and all individuals responsible for assisting the youth. The original plan must be maintained in the youth's case record. The DHS-901 is a **living document** and should be changed to reflect the defined goals each year.

If a mandatory permanency planning conference is being held, and it is within 30 days of the mandatory annual transition meeting, one meeting may be held to address all issues. However, the DHS-901 must be completed during the meeting and the youth may invite supportive persons to the meeting.

90-DAY DISCHARGE MEETING

As required in the Fostering Connections to Success and Increasing Adoptions Act of 2008 [P.L. 100-351], each foster youth transitioning out of foster care at the age of 18 or older must have a 90-day discharge plan in place. The plan is to be developed during a discharge meeting that must occur no later than 90 days prior to the youth's exit from care. If a case is closed unexpectedly, a discharge meeting must still occur within 30 days of case closure.

The permanency planning conference (PPC) facilitators must facilitate these meetings, or in counties without PPC facilitators, a children's services case worker or supervisor other than the youth's case worker must facilitate.

The discharge plan must be youth-driven. The youth must be involved in every aspect of the process of developing the plan to ensure the plan is personalized to the individual youth. Participants in the meeting may include foster parents, biological parents, relatives, CASA, therapists, the youth's friends, school staff, employers, or anyone the youth considers to be a support person and wishes to invite.

The DHS-902, 90-Day Discharge Plan Report, must be completed during this meeting. A copy is to be given to the youth and any individuals responsible for assisting the youth. The original plan must be maintained in the case file.

The form must be completed to address:

- Housing.
- Health insurance.
- Education.
- Mentors/supportive adults.
- Continuing support services.
- Workforce/employment services.

If an annual transition meeting is held within the 90 days of expected discharge, one meeting may be held to address all

issues. However, the DHS-902 must be completed during the meeting.

MANUAL MAINTENANCE

This policy will be added to the foster care manual at the next regular policy release.

**MANUAL
MAINTENANCE
INSTRUCTIONS**